

## **JOB DESCRIPTION**

**JOB TITLE:** Natural Resources Director

**DEPARTMENT:** Natural Resources

**CLASSIFICATION:** Exempt

### **DUTIES AND RESPONSIBILITIES:**

- Administer Tribal Laws and Policies for the management, protection, and conservation of Tribal natural resources and the environment
- Coordinate the development of Tribal regulations, policies and ordinances to regulate activities which affect the Settlement environment and the contingent operations and activities of the Natural Resources Department
- Provide overall supervision, direction, coordination, and financial responsibility for functions to be administered by commissions and agencies within and under the department, in accordance with Tribal Law
- Work closely with the Tribal Council and the community in the development of Natural Resource Programs, which will protect and enhance the Settlement's resources
- Track Federal, State and Local legislation, regulations and policies affecting the management of Tribal Resources, and coordinate with the appropriate agencies regarding their application in Tribal jurisdiction
- Management responsibility for the development and maintenance of comprehensive resource management plans for the protection and conservation of Tribal natural resources and the environment
- Negotiate with external jurisdictions and entities for the acquisition of funding to augment the Department's financial resources, and develop, review, approve, and monitor all applicable Commission, Agency or Program grants and budgets, subject to final authorization of the Tribal Council
- Plan, direct and coordinate activities of the Department with program directors and coordinate with Federal, State and Local government, and other Indian Tribes
- Organization of qualitative and quantitative research concerning Tribal natural resources and environment, and methods for improving their conservation
- Management responsibility for the development of methods for the collection, classification and preservation of all natural resources data, statistics and information
- Supervise Natural Resources Department staff, and delegate duties, responsibilities, and authority to subordinate personnel in accordance with Tribal Law. Establish and maintain an organizational chart, current position descriptions for staff, and review and maintain employee performance standards to allow proper evaluation of staff
- Other duties as assigned

### **REQUIREMENTS:**

- Bachelor's Degree in an Environmental Discipline and five years of experience in environmental program management OR a Master's Degree in an Environmental Discipline and three years of experience in environmental program management
- Demonstrated commitment to conservation of natural resources
- Commitment to preservation and inventorying of cultural and historically significant areas.
- Experience in Tribal, Federal, State, or Local governments
- Prefer knowledge of Meskwaki culture, or culture of other Indian Tribes, federal Indian policies, and Tribal governments beneficial
- Strong communication skills, verbal and written
- Knowledgeable and proficient in word processing, spreadsheet, Internet and email, and other computer applications
- Prefer experience in environmental compliance with air and water programs
- Demonstrated knowledge and experience in leadership, teambuilding and teamwork

### **SUPERVISION:**

- Supervised by the Executive Director

### **SALARY LEVEL:**

- Annual Salary Range: \$80,749.60 - \$122,616.00